



*Vendor  
Inquiry  
Payment  
Electronic  
Reporting  
System*

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## *Background - Why Vipers?*

Increase in Electronic Payments due to EFT legislation

Increased vendor calls due to inability to identify electronic payments

Multiple invoice payments and contract/purchase order payments combined into one payment

Interactive Voice Response system not providing solution

DOE contemplating major upgrades to IVR for estimated \$100,000



## *Alternatives*

Change payment EFT format to CTX  
from CCD+

Treasury PAID system - Payment  
Advice Internet Delivery



## *Solution - Vipers*

Developed in house at minimal cost -  
\$10,000

System easily modified to meet vendors  
needs

Vendor researches payments quicker

DOE staff time used on other tasks  
instead of routine vendor payment  
questions



# *Vendor System Requirements*

What the vendor needs:

- Internet Access
- Browser capable of doing 128-bit SSL encryption

URL

- <http://finweb.oro.doe.gov/vipers.htm>



# *VIPERS System Requirements*

Microsoft Windows NT Server 4.0 Service Pack 4 or higher

Microsoft Windows NT Internet Information Server (IIS)

WebLink from MBFOSTER and Associates

- Provides 32-bit ODBC access from IIS to host system using standard SQL

Server Digital Certificate (provided by VERISIGN)



[Logon to VIPERS](#)   [Request Access](#)

Welcome to the Oak Ridge Financial Service Center (ORFSC)

## **Vendor Inquiry Payment Electronic Reporting System (VIPERS)**

The ORFSC processes payments for the following Department of Energy sites:

National Energy Technology Laboratory, Morgantown, WV and Pittsburgh, PA  
Oak Ridge Operations Office, Oak Ridge, TN  
Office of Scientific and Technical Information, Oak Ridge, TN  
Ohio Field Office, Miamisburg, OH  
Richland Operations Office, Richland, WA  
Rocky Flats Field Office, Golden, CO  
Savannah River Operations Office, Aiken, SC  
Strategic Petroleum Reserve Project Office, New Orleans, LA





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**ERS** ensures Federal and vendor secure access to view status of invoices for work performed for the sites listed above. The system provides quick and easy access to historical and projected payment information that can be searched by DOE contract/purchase order number, by vendor invoice number, or by the date payment was deposited into a vendor banking account.

Use of this system requires a browser capable of doing 128-bit SSL encryption. To ensure of your browser's capability, contact your systems support person or browser.

**NOTE:** This system is for use by the DOE and authorized DOE vendors/contractors. Use by others is prohibited and is subject to criminal and civil penalties. Access to the system is monitored.

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# Request Access Screen

PIN Request Form	
Tax Id Number:	<input type="text"/>
Contact Name (First, Last Name):	<input type="text"/>
Business Phone:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
<input type="button" value="Process Request"/>	

*All information above is required. The information will be used to verify access.*

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System is for use by the DOE and authorized DOE vendors/contractors. Use by others is prohibited and is subject to criminal and civil penalties. Access to this system is monitored.

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## *If PIN Already Assigned to Vendor*

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This Tax Id already has a PIN assigned.

Please contact the responsible person for your site:

Contact Name: Wile E. Coyote

Phone Number: (123) 456-7890

If you need a new PIN assigned or would like to speak to a DOE contact person call:

Emily Guffey

(365) 576-9513

guffeye@oro.doe.gov

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# *Logon to VIPERS*

US Department Of Energy

Welcome to the Oak Ridge Financial Service Center (ORFSC)  
**Vendor Inquiry Payment Electronic Reporting System (VIPERS)**

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Vendor TIN

Vendor PIN

Authenticate me



# Logon to Vipers TIN/PIN Accepted

DOE MANAGEMENT  
INTERNATIONAL, LLC  
5 ROADRUNNER STREET  
DYOOTE, WY 86571

## Report

[On Invoice](#)  
[On Paid Date](#)  
[On All Invoices](#)

## PO/Contract#

[CR40652](#)  
[CR46025](#)  
[CX25065](#)  
[CC45610](#)  
[CX52999](#)  
[CX46592](#)  
[M6PEN3005](#)  
[M6PEN3005](#)  
[M6PEN4022](#)  
[M6PEN5009](#)  
[M6PEN6300](#)  
[M6PEN7012](#)

## System Use Instructions

You may select invoices by DOE PO/Contract number or if you know your invoice number, click on the [By Invoice](#) link on the left side of your screen. This link will try to locate your company's specific invoice number.

If you cannot locate the information by invoice number, click on a DOE PO/Contract number. These links will display all invoices for a particular PO/Contract.

The [By Paid Date](#) feature can be used to locate all invoices associated with a payment.

### Notice:

The last seven characters of the PO/Contract# on the left should correspond to the last seven characters of the DOE contract/purchase order number.



# On Invoice Invoice Prompt & Report

<b>Report</b>
On Invoice
On Paid Date
On All Invoices

When "On Invoice" is selected, the system prompts for an invoice number

finweb.oro.doe.gov - [JavaScript Application]

Enter your invoice number.

T45404

OK
Cancel

## Definition of Columns

DOE PO/Contract# = XR33995

Invoice Num	Recd. Date	Invoice Amount	Paid Amount	Due Date	Paid Date	Status
T45404	1999-11-02	\$42,626.98	\$42,626.98	1999-12-02	1999-11-26	Paid

[Search last years records for this Invoice#?](#)



When “On Paid Date” is selected, the system prompts for a date in Year - Month - Day format.

### Definition of Columns

[Search last years records for this Paid Date 991222?](#)





# All Invoices

## Report Options - Paid

Report
On Invoice
On Paid Date
On All Invoices

“On All Invoices” is  
ed, the system  
ids with a report  
screen

Select report and sort options then click on “Generate Report”

### Report Options

- ☒ Paid invoices
- ☐ Received but not paid invoices
- ☐ Cancelled invoices
- ☐ Rejected invoices

Sort Report By: ☒ Invoice ☐ DOE PO/Contract

Invoices From: ☒ Current Year ☐ Last Year

Generate Report





# Sample Report

## Definition of Columns

### DOE Current Year

PO/ Contract#	Invoice Num	Recd. Date	Invoice Amount	Paid Amount	Due Date	Paid Date	Status
XR22761	T45402	2000-03-07	\$121,751.65	\$121,751.65	2000-04-06		Sent to Treasury c 2000-04-03
XR22995	T45404	1999-11-02	\$42,626.98	\$42,626.98	1999-12-02	1999-11-26	Paid
XR33995	T45404	1999-11-22	\$38,705.72	\$38,705.72	1999-12-22	1999-12-22	Paid
XR33995	T45404	1999-11-22	\$44,781.29	\$44,781.29	1999-12-22	1999-12-22	Paid
XR33995	T45404	1999-12-07	\$41,275.80	\$41,275.80	2000-01-06	2000-01-03	Paid
XR33995	T45404	2000-01-07	\$113,384.89	\$113,384.89	2000-02-07	2000-02-02	Paid
XR33997	T45404	2000-01-24	\$30,298.35	\$30,298.35	2000-02-23	2000-02-17	Paid

All contracts are hypertext linked. Clicking on the PO/Contract number will display a contract only report.



# All Invoices

## Report Options - Rejected

report and sort options then click on "Generate Report"

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Report Options

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☒ Paid invoices

☐ Received but not paid invoices

☐ Cancelled invoices

☒ Rejected invoices

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Report By: ☒ Invoice ☐ DOE PO/Contract#

From: ☒ Current Year ☐ Last Year

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If the rejected option is selected and no rejected invoices are found

No entries exist for Vendor **987654321** with this selection

You have chosen the following report options:

All rejected invoices

Click your browsers BACK button for the report menu.



# PO/Contract# Selection & Report

PO/Contract#
K40652
K46025
K25065
K45610
K52999
K46592
6PEN30
6PEN30
6PEN4022
6PEN5009
6PEN6300
KDEN7032

Pointing to Contract with  
Mouse to select link

Definition of columns						
PO/Contract# = KX46592						
Invoice Num	Recd. Date	Invoice Amount	Paid Amount	Due Date	Paid Date	Status
66	1999-12-06	\$214,360.04	\$214,360.04	2000-01-05	1999-12-30	Paid
65	1999-11-08	\$119,154.41	\$119,154.41	1999-12-08	1999-12-03	Paid
64	1999-10-12	\$232,826.67	\$232,826.67	1999-11-12	1999-11-08	Paid
63	1999-09-13	\$144,913.76	\$144,913.76	1999-10-13	1999-10-20	Paid
70	2000-03-31	\$125,683.93	\$0.00	2000-05-01		Received
69	2000-03-10	\$139,559.75	\$139,559.75	2000-04-10		Sent to Treasury on 2000-04-04
68	2000-02-07	\$155,302.90	\$155,302.90	2000-03-08	2000-03-03	Paid
67	2000-01-06	\$176,855.74	\$176,855.74	2000-02-07	2000-02-02	Paid

[Search last years records for this PO/Contract?](#)